



INTERNSHIP REQUIREMENTS

The E. W. Scripps School of Journalism requires all majors to complete an internship in order to graduate. The internship is designed to provide students with practical experience in a career setting outside the classroom. Internships can provide hands-on professional experience, professional contacts, and a competitive edge in job placement. Some internships may offer a stipend, most are voluntary.

Other reasons to do an internship:

1. Employers often require internships. Employers in our industries of advertising, broadcast, online, news editorial, and public relations want to see that you not only have the initiative to gain an internship, but that you have some real-world experience in your field of study.
2. An internship is an opportunity for you to enhance your career development by demonstrating competencies in the workplace.
3. An internship is an opportunity for you to test what you've learned in the classroom and campus media and to learn new skills that will make you more competitive when you begin your job search.
4. An internship is an opportunity for you to observe first-hand what it might be like to work in the industry of your choice full-time.
5. An internship provides an opportunity for you to become aware of cross-cultural experiences – many times in the areas of age and status.
6. An internship provides an opportunity for ethical development as you observe and come face-to-face with dilemmas inherent in making business decisions.
7. An internship provides personal growth and leadership opportunities. This is a chance for you to discover and/or reinforce skills and interests in a new environment.

How to Meet your Graduation Internship Requirement

1. Secure an internship in your field of study that will provide at least 200 contact hours with the same employer. Internships can be paid or unpaid. Information on internship opportunities is available through the Scripps College of Communication Internship Coordinator, Ohio University's Career and Leadership Center, industry web sites, social media sites, career fairs, student organizations, and your adviser.
2. You must have approval from your faculty adviser before you begin your internship. Complete and submit the "Internship Pre-Approval" form with your adviser's signature (and your signature, too). This form must be submitted to your adviser for approval **before** you begin your internship.
3. After you complete your internship, have your internship supervisor complete, sign and date page one of the "Internship Evaluation Form." Your supervisor should return the form to you.
4. Remember to: (1) complete side two of the internship evaluation form; (2) sign the form, and (3) attach typed critique of your internship experience.
5. Return the completed internship evaluation form to Schoonover 223. The front office administration will get your adviser's signature and then forward the form to the Harris Student Support Center in the Scripps College Dean's Office so that your internship can be posted to your DARS as completed and will be included in your student file.

How to Make the Most of Your Internship

The principle responsibility for arranging the internship rests with the student. Think about the type of work you would be interested in as well as the environment. An internship should be a learning experience, so make certain there is a learning agenda when you make the arrangements with the employer. Additionally, remember that you are representing the E. W. Scripps School of Journalism and Ohio University when you are working at your internship. What you do and how you perform reflect not only on you, but also on the School and our other students, as well as the University as a whole. Here's some advice about ways to adjust to the work routine and set you apart from other interns:

1. Remember the employer is investing time and energy to train and supervise you. Services of value are expected in return. This is a reciprocal arrangement: you exchange your work in return for on the job training; work experience is an important resume item.
2. As the new kid on the block, you may be assigned some "gofer" work, the least desirable hours, necessary evil work. That's part of paying your dues. Do it happily. Your attitude about this work may be one of the first things your supervisor notices about you.
3. Be punctual! If you are typically the last one to show up or are traditionally late – REFORM! Even if your co-workers are late, be on time. Many bosses notice and in the short time you are there, they may have little else to evaluate you on. Punctuality is important.
4. Don't be a "clock watcher" – stay a little after quitting time.
5. Don't abuse lunch and work breaks. Be punctual in this regard as well.
6. If you must take a personal phone call at work – keep it short and limited.
7. Don't e-mail, instant message, search the web, or play games on company time. Computer time is for work related activities.
8. Limit your requests for days off. Work is work and it sometimes requires tough decisions. You may not be able to do all you want because of the work commitment.
9. Work attire is very important. Ask if there is a dress code and be attentive to what others wear. Your clothes should not be what people remember about you. Common terminology in dress codes says that it is a violation of the dress code to wear anything that "brings undo attention to an individual." This would include facial hair, haircuts, color, piercing, tattoos, and provocative clothing. Err on the side of conservative.
10. Meet deadlines. Even for small, seemingly unimportant tasks – this is the most common reason for interns not getting a full-time job offer.
11. Go to work every day excited to be there. AN INTERNSHIP IS NOT A JOB! IT IS THE LONGEST JOB INTERVIEW EVER. YOU ARE ALWAYS BEING EVALUATED!

Internships are a wonderful opportunity and a great experience. Make the most of your internship!